



Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

## Indian Education for All K-12 Grant Proposal

**Return to:** Justine Jam  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

For OPI Use Only  
County \_\_\_\_\_ Co # \_\_\_\_\_  
District Name \_\_\_\_\_ LE # \_\_\_\_\_

**Deadline:** September 30, 2013

**Project Year:** July 1, 2013 – June 15, 2014

### PART A. GENERAL INFORMATION

1. Prime Applicant District (District Designated Fiscal and Administrative Agent)

☐ Elementary or ☐ High School or ☐ K – 12

School Name \_\_\_\_\_

County \_\_\_\_\_

2. Project Director (Must be on-site and responsible for all grant activities and reporting)

Name \_\_\_\_\_ Position \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

3. Submitted by:

Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Statement of Assurances: The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2012-13 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees certifies the district will carry out the proposed project in accordance with the Office of Public Instruction proposal guidelines and Indian Education for All (MCA 20-1-501).

\_\_\_\_\_  
Signature  
Designated Authorized Representative

☐ Superintendent ☐ Principal  
☐ County Superintendent (if no Superintendent/Principal)  
☐ Approved Exception

\*Board of Trustees of the Prime Applicant must be informed if district is awarded an Indian Education for All K-12 Grant.

## **BACKGROUND INFORMATION**

MCA 20-1-501, also known as Indian Education for All, reads: *Every Montanan... whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner...all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents...Every educational agency and all educational personnel will work cooperatively with Montana tribes...when providing instruction and implementing an educational goal.*

### **What is the goal of the Indian Education for All K-12 Grant?**

In order for districts to successfully implement Indian Education for All, educators must have accurate background information regarding historical and contemporary American Indian tribes and people. The goal of this year's Indian Education for All K-12 grant is to design and provide a program of professional development for instructional staff that develops capacity to integrate Indian Education for All in implementing Montana Content Standards.

### **Who is eligible to apply?**

This K-12 IEFA Grant is open to any Montana public school district or a consortium of districts. Preference will be given to districts which have not had a previous IEFA grant.

### **What is the amount of the grant award?**

Grant awards are available in a range of approximately \$1,000 up to \$15,000 for each project, depending on the scope of the proposal. There will be a limited number of grants awarded. Notification of grant awards will be sent by October 30, 2013.

### **What is the timeline of the project?**

The proposed project must be completed by June 15, 2014. Proposed activities should reflect this timeline.

### **When are applications due?**

All application materials are due September 30, 2013. **Send completed, signed cover sheet and application Proposal Component narratives to:**

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### What qualifications or criteria must the grant proposal meet?

- **A comprehensive review of the district's plan for IEFA implementation and planning time for further development of Indian Education for All implementation** using the OPI *The Framework: A Practical Guide for Montana Teachers and Administrators Implementing Indian Education for All*. This includes: (a) refining school IEFA policy (is it “actionable”); (b) review and planning of professional development to support IEFA; (c) materials review and selection; (d) curriculum mapping towards aligning the Montana Content Standards and Indian Education for All, and/or (e) curricular integration of Montana Content Standards and Indian Education for All.
- **Essential Understandings:** A project must align its goals and activities to at least one of the *Essential Understandings Regarding Montana Indians* (see Resources).
- **The Proposal Components below require a detailed Professional Development Plan of how staff will:**
  - utilize at least one OPI IEFA ELA model unit at each grade span
  - demonstration of a lesson(s) which teachers will analyze for Montana Content Standards (possibly in teaching clusters)
  - include a review of units, selection by teachers and determination of appropriate OPI IEFA ELA units and plan for implementation in the classroom(s)
  - provide supportive feedback or coaching for classroom teachers as deemed appropriate by the district as teachers integrate a lesson/unit
  - include grade level collaboration on unit outcomes, including positive student learning experiences, additional extensions/adaptations teachers may develop, technology inclusions, and/or any challenges they may have experienced and how the challenge was solved. This will document growth, as well as emerging needs.
  - address vertical grade level collaboration with staff utilizing lessons/units
  - create a spreadsheet towards curriculum mapping to avoid duplication and/or means of utilizing lessons where appropriate for other grades (a lesson and/or unit may not be taught completely in one class or grade)
  - address short term plans and long term plans

Planning should emphasize these areas, but is not limited to the above areas. These planned activities will correspond with the timeline.

- **OPI IEFA Teacher Survey:**

Districts are required to survey grant participants. Results must be submitted to the Office of Public Instruction. Access to OPI Indian Education for All surveys and directions can be located at [http://www.opi.mt.gov/Programs/IndianEd/IEFA.html?gpm=1\\_7](http://www.opi.mt.gov/Programs/IndianEd/IEFA.html?gpm=1_7)

**Survey results will be utilized by school administration towards establishing an awareness of staff knowledge and ongoing goals of implementing district IEFA plan.**

### Proposal Components:

The Indian Education for All K-12 grant proposal must be no longer than ten (10) pages total (1.5 line spaced, and 12 point font) and must include the following components:

1. **Abstract:** Provide a one-paragraph description of the proposed project, as it directly supports your IEFA district plan.
2. **Narrative:** Provide a clear, detailed description of the following:
  - a. Description of prior district experience in implementing Indian Education for All and the status of district's comprehensive Indian Education for All plan.
  - b. Measurable/specific goal(s) including the connection to the *Essential Understanding(s)* (**number the goals**)
  - c. Project Activities - identify who, what, when, where, how – in regard to the Professional Development Plan and goals
  - d. Timeline, aligned with the PD Plan and goals and/or activities
  - e. Evaluation:
    - What is the proposed final outcome and how will the district know it has achieved its stated goals? Provide a brief explanation of how the project will assess its effectiveness in meeting the proposed measurable goals.
    - Which activities will be sustainable and carried forward (district, school, grade level, etc.) from this grant? How will the grant impact the district's comprehensive plan?
    - Grantees, directly through the Project Director are required to submit all necessary communication, as well as program reporting (mid-year and final report, and fiscal reports)
3. **Detailed Budget – (use this form):** Budget should be linked to project goal and should support the project activities. Expenses are limited to activities and materials that directly support Indian Education for All implementation. **Technology purchases are prohibited.** Expenditures, such as costs for substitute teachers are allowable if they are in direct support of IEFA grant activities, planning or implementation.

Please develop and submit a budget that reflects the fields in the example below. Identify **(a) which Grant Goal(s) aligns with (b) each budgeted amount and (c) identify the activity each budget item supports** (one or two sentences).

### ***PERSONNEL SERVICES***

May include Project Director's time and effort devoted to implementing the grant and/or teacher stipends for instructional staff beyond contracted time.

[Grant Goal ] Salaries and Benefits: [\$Amount]

[Grant Goal ] Salaries and Benefits: [\$Amount]

Total Personnel Services [\$Amount]

### ***OPERATING EXPENSES***

#### **Contracted and/or Consultant Services**

[Grant Goal] [Amount] [c]

[Grant Goal] [Amount] [c]

#### **Instructional Materials**

[Grant Goal] [Amount] [c]

**Indirect Costs**

[Grant Goal] [Amount] [c]

**Other**

[Grant Goal] [Amount] [c]

Total Operating Expenses [\$Amount]

TOTAL BUDGET [\$Amount]

**Resources:**

OPI IEFA Resources for instructional K-12 units

<http://opi.mt.gov/Programs/IndianEd/curricsearch.html>

*English Language Arts IEFA K-12 Companion Guide to ELA Common Core Standards and IEFA units/lessons*

[http://opi.mt.gov/Programs/IndianEd/Update\\_Listings/NewsStories/2013-02-06\\_114311.html](http://opi.mt.gov/Programs/IndianEd/Update_Listings/NewsStories/2013-02-06_114311.html)

*Essential Understandings Regarding Montana Indians*

<http://www.opi.mt.gov/pdf/indianed/resources/essentialunderstandings.pdf> and

[http://www.montanatribes.org/digital\\_archives/matrix.php?page=intro](http://www.montanatribes.org/digital_archives/matrix.php?page=intro)

*A Guide for Evaluating Indian Education Services, Products, and Materials*

[http://www.opi.mt.gov/pdf/IndianEd/Resources/09Eval\\_Textbooks.pdf](http://www.opi.mt.gov/pdf/IndianEd/Resources/09Eval_Textbooks.pdf)

*The Framework: A Practical Guide for Montana Teachers and Administrators Implementing Indian Education for All*, OPI Publication. 2011. A copy has been sent to each district superintendent in Montana. Also it has been widely distributed at trainings.

For technical assistance please contact:

Justine Jam

Indian Education Implementation Specialist

(406) 444-7490

[jjam@mt.gov](mailto:jjam@mt.gov)



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**Office of Public Instruction**  
Denise Juneau, State Superintendent

opi.mt.gov

## Indian Education for All K-12 Grant

### CONTINGENT UPON AVAILABILITY OF FUNDS

The budget period is September 30, 2013 - June 15, 2014. Amendments to this budget may occur during the budget year; however, amendments must be in writing and submitted to the OPI no later than June 1 of a budget year.

Applicant: \_\_\_\_\_

County: \_\_\_\_

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. <b>SUB-TOTAL DIRECT COSTS</b>				
4. Indirect Costs _____ %				
5. <b>TOTAL BUDGET</b>				
6. <b>OPI Use Only: Approved By/Date</b>				
OPI USE ONLY Project No. <input type="text"/>				

For assistance with program questions, contact Justine Jam, (406) 444-7490, [jjam@mt.gov](mailto:jjam@mt.gov). For fiscal questions, contact Juli Tenneson, (406) 444-3408, [jtenneson@mt.gov](mailto:jtenneson@mt.gov).

## Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.